



National Institutes of Health
National Library of Medicine
Bethesda MD 20894

March 20, 1995

Dear Colleague:

The National Library of Medicine is pleased to announce the solicitation of quotations from organizations and libraries to design and conduct projects that will improve access to HIV/AIDS-related information by patients, the affected community, and their care givers.

Enclosed is the Request for Quotations (RFQ No. 94-041/VMS) package entitled "AIDS Community Outreach 1995." If you decide to submit a proposal, please review carefully the instructions, the mandatory criteria, and the technical evaluation criteria. If you have questions about the (RFQ) or submission of your proposal, please contact Valerie M. Syed at (301) 496-6546.

Proposals are due no later than 3:00 p.m., local prevailing time on May 31, 1995. We hope you will consider submitting a proposal.

Sincerely yours,

A handwritten signature in cursive script that reads "Gale Dutcher".

Gale Dutcher
Special Assistant to the
Associate Director, NLM
Specialized Information Services

Enclosure

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)		The Notice of Small Business-Small Purchase Set-Aside on the reverse of this form ☐ Is X is not applicable.		PAGE <u>1</u> OF <u>14</u> PAGES
1. REQUEST NO. RFQ NLM 95-041	2. DATE ISSUED 3/20/95	3. REQUISITION/PURCHASE REQUEST NO. QEQ50036	4. CERT. FOR NAT. DEF. UNDER BDSA REG.2 AND/OR DMS REG.1	RATING
5A. ISSUED BY NATIONAL LIBRARY OF MEDICINE OFFICE OF ACQUISITIONS MANAGEMENT 8600 ROCKVILLE PIKE, 38A/B1N17 BETHESDA, MARYLAND 20894			6. DELIVER BY (Date)	
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Valerie M. Syed (301) 496-6546			7. DELIVERY ☐ FOB DESTINATION ☐ OTHER (See Schedule)	
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Consignee and address, including ZIP Code)	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE ON OR BEFORE CLOSE OF BUSINESS (Date) 05/31/95		11. BUSINESS CLASSIFICATION (Check appropriate boxes) ☐ SMALL ☐ OTHER THAN SMALL ☐ DISADVANTAGED ☐ WOMEN-OWNED		

IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representatives and/or certifications attached to this Request for Quotations must be completed by the quoter.

12. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1.	Professional Services: It is the intent of the National Library of Medicine to procure services to design and conduct projects that will improve access to HIV/AIDS-related information by patients, the affected community, and their care givers. Period of performance: Eighteen (18) months from the date of award.				
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %

NOTE: Reverse must also be completed by the quoter.

14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)	15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	16. DATE OF QUOTATION
	17. NAME AND TITLE OF SIGNER (Type or print)	18. TELEPHONE NO. (Include area code)

REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

52.219-1 SMALL BUSINESS CONCERN REPRESENTATION (Apr. 84)

The quoter represents and certifies as part of its quotation that it ___ is, ___ is not a small business concern and that ___ all, ___ not all supplies to be furnished will be manufactured or produced by a small business concern in the United States, its possessions, or Puerto Rico. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR 121.

The following provision is applicable if required on the face of the form:

52.219-2 Notice of Small Business-Small Purchase Set-Aside (Apr 84)

Quotations under this acquisition are solicited from small business concerns only. Any acquisition resulting from this solicitation will be from a small business concern. Quotations received from concerns that are not small business shall not be considered and shall be rejected.

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Statement of Work AIDS Community Outreach 1995

BACKGROUND INFORMATION

In June 1993 the National Library of Medicine (NLM) hosted the NIH HIV/AIDS Information Services Conference. This conference, co-sponsored by NLM and the NIH Office of AIDS Research, brought together representatives of five of the major constituencies using or needing HIV/AIDS information. These target groups of users were: clinical researchers; medical, dental and nursing providers; allied health care providers; news media and the general public; and patients and the affected community.

One of the objectives of the conference was to inform current and prospective users of NIH's HIV/AIDS information services about what is now available from NIH and from other PHS agencies. Further, NIH desired to assess the adequacy of these services and to identify where information needs are currently not being met. While each constituency indicated unmet information needs, those in the affected community were most expressive in identifying gaps in information services.

Patients and the affected community want access to the latest information and they want that information to be accurate. They also want their care givers to have the latest and best information. Despite its tremendous potential, many members of this community do not have access to electronic information resources. The conference recommended that major outreach efforts are needed to community-based AIDS organizations and patient advocacy groups reflecting the diversity of the affected community to ensure their ability to use the spectrum of information resources currently available.

On May 9, 1994, the National Library of Medicine issued Request for Quotations (RFQ) NLM 94-087 for AIDS Outreach. The purpose of the project was to improve access to HIV/AIDS-related information by patients, the affected community, and their care givers. As a result of this RFQ, nineteen organizations were awarded purchase orders of \$25,000 or less.

PURPOSE AND OBJECTIVES

The primary purpose of these outreach projects is to design local programs for improving information access for patients and the affected community as well as their care givers. Emphasis is on providing information or access to information in a way meaningful to the target community.

Projects must involve one or more of the following information access categories:

1. Information Retrieval: To provide or improve access to electronic AIDS- and other health-related information resources by the organization or by the clients they serve in. This may require the purchase of computer equipment or other types of electronic equipment. This may also include the equipment necessary to communicate electronically with currently available resources.
2. Skills Development: Training to develop skills in accessing or using HIV/AIDS-related information including using online databases and general AIDS information resources in order to improve services and benefits to the community. This may include training for the staff of the agency, development of training programs for clients and patrons, training programs for other agencies, etc.
3. State-of-the-Art Resources: To implement access to state-of-the-art AIDS-related information tools by the organization and its clients via the internet. This may require the purchase of hardware, software, or contractual relationships necessary to obtain a connection to the Internet for the purpose of accessing AIDS-related information or of sharing AIDS-related information.
4. Resource Development: To support an organization to meet the needs of their clients or communities by developing specific educational or informational materials such as culturally or language specific bibliographies or guides.
5. Document Access: Access to HIV/AIDS-related documents and other types of materials, e.g., development of connections with local health sciences libraries to obtain use of their collections, to procure interlibrary loan services, etc.

NLM is particularly interested in involving the affected community in the development of these new programs. Based upon the recommendations from the Conference, emphasis will be placed upon the following types of organizations or arrangements for developing these programs.

1. Community-based organizations (CBO) or patient advocacy groups currently providing AIDS-related services to the affected community. This encompasses both individual groups wishing to enhance their own services, as well as several cooperating for the purpose of this project.
2. Public Libraries wishing to serve their communities in the provision of AIDS-related information and resources.

3. Multi-type consortia of the above listed organizations that may be in existence or formed specifically for this project. This consortium should include at least one of the groups listed above in the management of the project, but may include other types of agencies, such as health sciences libraries, that may be able to provide expertise and resources for the project.

PERIOD OF PERFORMANCE

The period of performance of this purchase order shall be up to eighteen (18) months from the date of award. Awards will be made by July 31, 1995.

DELIVERABLES

In addition to the reports described under REPORTING REQUIREMENTS, the Contractor shall demonstrate the operation of any software that has been modified or developed to improve access to HIV/AIDS-related information at a time to be negotiated with the NLM Project Officer.

REPORTING REQUIREMENTS

The contractor shall prepare and submit the following reports:

1. Quarterly Reports: Include a narrative description of the activities during the reporting period and the activities planned for the ensuing reporting period. As a minimum, this report shall include progress toward the major objectives of the project and any problems encountered and steps taken to resolve them.
2. Final Report: Include a narrative summary of the project's accomplishments; copies of all materials developed as part of the project; any evaluation and measurable impact upon the community targeted.

The final report shall be submitted on or before the last day of the performance period.

3. NLM Evaluation: NLM anticipates performing an overall evaluation of the effectiveness of this procurement. All contractors are required to participate fully in this evaluation. The evaluation may take the form of a symposium held at NLM or other sites which will require presentations and discussions by the project directors.

As the project progresses, the project manager should ensure that the project is on schedule and that the project is within budget. The project manager should also ensure that the project is meeting the needs of the customer and that the project is being managed in a professional manner.

PROJECT MANAGEMENT

The project manager is responsible for the project and for ensuring that the project is completed on time and within budget. The project manager should also ensure that the project is meeting the needs of the customer and that the project is being managed in a professional manner.

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THE FOLLOWING SECTIONS OF DELIVERY/REPORTING SCHEDULE AND GOVERNMENT PROPERTY WILL TAKE EFFECT UPON AWARD OF THE PURCHASE ORDER

(REPORTING SCHEDULE WILL BE COMPLETED UPON AWARD OF THE PURCHASE ORDER)

DELIVERY/REPORTING SCHEDULE

- a. Satisfactory performance shall be deemed to occur upon delivery and acceptance by the Contracting Officer, or the duly authorized representative, of the following items in accordance with the stated delivery schedule. The items specified below shall be delivered f.o.b. destination in accordance with and by the delivery date(s) specified below:

Item	Description	Reporting Period	Delivery Date
(aa)	Materials developed as a result of the project		
(bb)	Demonstration and copy of any software developed to improve access to HIV/AIDs-related information		
(cc)	Quarterly Reports		
(dd)	Final Report		
(ee)	NLM Evaluation		

- b. Copies of Reports

Copies of the above items shall be addressed and delivered to the following individuals in the quantities specified below:

No. of Copies	Addressee
1	Project Officer National Library of Medicine 8600 Rockville Pike Building 38A, Room ____ Bethesda, Maryland 20894

Valerie M. Syed
Contracting Officer's Representative
Office of Acquisitions Management
National Library of Medicine
8600 Rockville Pike
Building 38A, Room B1N17
Bethesda, Maryland 20894

GOVERNMENT PROPERTY

- a. After the contract is awarded, the Contractor shall furnish to the Contracting Officer or his/her representative, price quotations from three (3) individual small businesses for any equipment to be purchased as part of the contract. The Contractor shall also furnish any justifications to document why a particular brand of equipment was selected. Upon receipt of the three (3) price quotations the Contracting Officer shall submit to the Contractor his/her approval of the equipment purchase in writing.

- b. Contractor-Acquired Government Property

(1) FOR EDUCATIONAL OR NON-PROFIT INSTITUTIONS.

Pursuant to the FAR Clause 52.245-2, GOVERNMENT PROPERTY with Alternate II (Jul 1985), incorporated in this purchase order as Attachment 1, the Contractor is hereby authorized to acquire the property for use in direct performance of the purchase order, upon receipt of the Contracting Officer's written approval, based on Contractor-furnished prices and evidence of competition. This purchase order is with an educational or nonprofit institution whose primary purpose is the conduct of scientific research. Therefore, in accordance with the Clause, GOVERNMENT PROPERTY, title to equipment shall vest in the Contractor. The Government reserves the right to direct transfer of the title to the equipment to the Government or to a third party within twelve months after completion or termination of the purchase order. The transfer of title to such equipment to the Government or to a third party shall not be the basis for any claim against the Government by the Contractor.

(2) FOR COMMERCIAL OR FOR PROFIT INSTITUTIONS.

Pursuant to the FAR Clause 52.245-2, GOVERNMENT PROPERTY, incorporated in this purchase order as Attachment 1, the Contractor will be authorized to acquire the property for use in direct performance of the purchase order, upon receipt of the Contracting Officer's written approval, based on Contractor-furnished prices and evidence of competition.

ADDENDUM - SF 18, REQUEST FOR QUOTATIONS (RFQ)

ARTICLE 1 - SMALL BUSINESS CONCERN REPRESENTATION

Quoters must complete the Small Business Concern Representation on the reverse side of page one (1) of the SF 18 Request for Quotations.

FAR 13.105(a) ".....each acquisition of supplies or services that has an anticipated dollar value of \$25,000 or less and is subject to small purchase procedures, shall be reserved exclusively for small business concerns." FAR 13.105(d)(2) If the contracting officer determines there is no reasonable expectation of obtaining quotations from two or more responsible small business concerns (or at least one if the purchase does not exceed the dollar threshold, prescribed in 13.106, for obtaining competition and price reasonableness) that will be competitive in terms of market price, quality, and delivery, the contracting officer need not proceed with the small business-small purchase set-aside, and may purchase on an unrestricted basis."

ARTICLE 2 - ORDERING TERMS AND CONDITIONS

Quoters must provide the following information.

_____ Indicate if the prices quoted for this RFQ are Open Market or General Services Administration (GSA) Federal Supply Schedule (FSS) prices. FSS prices must cite the contract number and a copy of the FSS contractor's price list must be submitted with the RFQ.

_____ Indicate Quantity, Item, or Trade Discounts, if none so state.

_____ Indicate period of delivery, cite the number of days after receipt of a purchase order document in which delivery will be performed.

_____ Indicate the F.O.B. Point, cite 'O' for Origin and 'D' for Destination.

"F.O.B." means free on board. This term is used in conjunction with a physical point to determine (a) the responsibility and basis for payment of freight charges and (b) unless otherwise agreed, the point at which title for goods passes to the buyer or consignee.

F.O.B. "Origin" means free on board at origin; i.e., the seller or consignor places the goods on the conveyance by which they are to be transported. Unless the purchase order provides otherwise, the cost of shipping and risk of loss are borne by the buyer or consignee (Government).

For the purchase order, "F.O.B. Origin" is to be interpreted as "F.O.B. Origin, Freight Prepaid." All items shall be delivered to the National Library of Medicine, Building 38A Loading Dock. The vendor is responsible for prepaying the freight charges and shall bill freight charges as a separate line item on the invoice.

F.O.B. "Destination" means free on board at destination; i.e., the seller or consignor delivers the goods on seller's conveyance at destination. Unless the purchase order provides otherwise, the cost of shipping and risk of loss are borne by the seller or consignor (Contractor).

For the purchase order, "F.O.B. Destination" is to be interpreted as "F.O.B. Destination, Within Consignee's Premises." The vendor will prepay all freight charges and will deliver to the National Library of Medicine, Building 38A Loading Dock. The vendor may not bill for shipping charges.

_____ Indicate a Federal Employer's Identification Number, a nine digit EIN number for companies, corporations or partnerships and a social security number for individual consultants.

ARTICLE 3 - CERTIFICATION OF A DRUG FREE WORKPLACE (FAR 52.223-6 (JUL 1990))

An individual contractor agrees not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of this purchase order.

Certification:

Name of Individual: _____ (print or type)

Signature of Individual: _____

Date: _____

ARTICLE 4 - GOVERNMENT REQUIREMENTS

The Government's total estimated requirements are set forth in this RFQ. The Government reserves the right to make one or more awards based on any line or combination of line items, unless the quoter qualifies his quote by specific limitations. The minimum period for prompt payment discount which will be considered during the evaluation of quotes is thirty (30) days. The minimum acceptance period for quotes shall be thirty (30) days.

ARTICLE 5 - PRICING

Prices to the Government shall be as low or lower than those charged to the vendor's most favored customer for comparable quantities under similar terms and conditions in addition to any trade or prompt payment discounts offered. Accordingly, discounts notwithstanding, the vendor must ensure that the items sold to the Government in the particular commodity category meet the requirement for "most favorable pricing" to the Government.

ARTICLE 6 - EVALUATION OF QUOTATIONS

The Government will evaluate the technical portions of the quotations in accordance with the criteria set forth in ARTICLE 11, EVALUATION FACTORS FOR AWARD.

ARTICLE 7 - PROPOSAL INTENT

Attachment 2, **PROPOSAL INTENT**, should be completed and returned by the earliest practicable date. Your expression of intent is not binding but will greatly assist the NLM in planning for quotation evaluation.

ARTICLE 8 - SELECTION OF OFFEROR

- a. The acceptability of the technical portion of each offer will be evaluated by the Government. Each offer will be evaluated in strict conformity with the evaluation criteria in the RFQ utilizing point scores and written critiques. NLM may request clarifying information from the offeror.
- b. The business portion of each offer will be subjected to a cost and price analysis, management analysis, etc.
- c. All aspects of an offer are subject to discussion, including cost, technical approach and terms and conditions.
- d. Best-Buy Analysis. A final best-buy analysis will be performed taking into consideration the results of the technical evaluation, cost analysis, and ability to complete the work within the Government's required schedule. The Government reserves the right to issue a purchase order to the best advantage of the Government, technical merit, cost, and other factors considered.
- e. The NLM reserves the right to make a single award, multiple awards, or no award at all as a result of the RFQ. In addition, the RFQ may be amended or cancelled as necessary to meet NLM requirements. **NLM anticipates that approximately 14 purchase orders will be awarded as a result of this solicitation.**

ARTICLE 9 - TECHNICAL PROPOSAL INSTRUCTIONS

Proposals will be accepted from individual community-based organizations, consortia of community-based organizations, public libraries, health sciences libraries, or multi-type consortia which include CBOs, patient advocacy groups, or public libraries (e.g., CBO and hospital library).

A detailed work plan must be submitted indicating how each aspect of the statement of work is to be accomplished. Your technical approach should be in as much detail as you consider necessary to fully explain your proposed technical approach or method. The technical proposal should reflect a clear understanding of the nature of the work being undertaken. The technical proposal must include information on how the project is to be organized, staffed, and managed. Information should be provided which will demonstrate your understanding and management of important events or tasks.

Proposals which merely offer to conduct a program in accordance with the requirements of the Government's scope of work will not be eligible for further consideration. The offeror must submit an explanation of the proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives.

PROJECT DESCRIPTIONS ARE EXPECTED TO BE BRIEF -- APPROXIMATELY 5 - 10 PAGES.

NUMBER OF COPIES. PROPOSERS SHOULD SUBMIT ONE ORIGINAL AND NINE COPIES OF THE QUOTATION.

Technical Discussions. The suggested outline for the technical discussion is as follows:

1. Cover sheet: Include project title, date of submission, name, address, telephone, telefacsimile and e-mail (if available) numbers of the submitting organization.
2. Statement of work: Should describe the project and include at least the following information:

Objectives. State the overall goals/objectives and the specific accomplishments to be achieved. Indicate the need for the project and its relationship to any similar projects currently underway, if any. Review pertinent work already published which is relevant to this project and your proposed approach. This should support the scope of the project as you perceive it.

Background Information. Provide a narrative description of the project including what will be done, who (organizations or agencies) will be doing it, and why it is important.

Description of target group(s). Describe the populations you are focusing on for your project. Describe specifically who will be most likely to benefit from the project. If available include estimates of numbers of individuals in the target populations and the geographic area included.

Approach and Methodology. Clearly outline the general plan of work. Describe in detail the methodologies you will use for the project, include any problems you anticipate.

Evaluation. Describe plans for evaluating the success of the project. Recommend ways that NLM might use in evaluating this and similar projects.

Project schedule. Provide a schedule for completion of the work and delivery of items specified in the Statement of Work. Performance or delivery schedules shall be indicated for phases or segments, as applicable, as well as for the overall program. Schedules shall be shown in terms of calendar months from the date of authorization to proceed or, where applicable, from the date of a stated event, as for example, receipt of a required approval by the Contracting Officer. Unless the request for quotations indicates that the stipulated schedules are mandatory, they shall be treated as desired or recommended schedules. In this event, proposals based upon the offeror's best alternative schedule, involving no overtime, extra shift or other premium, will be accepted for consideration.

3. Personnel: Describe the experience and qualifications of personnel who will work on this project. Information is required which will show the general qualifications of the personnel and their recent experience with similar projects. If personnel are to be hired, job descriptions with qualifications should be included.
4. Facilities. Include a description of the facilities and resources at the proposing organizations that will be used to support this project. Provide letters of commitment from all the involved organizations.

ARTICLE 10 - COST PROPOSAL INSTRUCTIONS

Quoters shall submit a detailed breakdown of estimated costs by tasks to be performed and number of hours required to complete each task. In addition, a summary total amount shall be furnished for the entire project.

Quoters shall submit a detailed budget providing a breakdown and justification for the costs included in each expenditure category. **Use the form supplied as Attachment 3 to submit your budget.**

ARTICLE 11 - EVALUATION FACTORS FOR AWARD

1. General

You are advised that, in the selection of the contractor(s) for this acquisition, paramount consideration shall be given to the evaluation of technical quotations rather than cost or price. The evaluation will be based on the demonstrated capabilities of the prospective offerors in relation to the needs of the project as set forth in the RFQ. The merits of each quotation will be evaluated carefully, based on responsiveness to the RFQ and the thoroughness and feasibility of the technical approach taken. Offerors must submit information sufficient to evaluate their quotations based on the detailed criteria listed below. Failure to provide the information required to evaluate the quotation may result in rejection of that quotation without further consideration.

Listed below are mandatory qualification criteria, if applicable, and technical evaluation criteria. The mandatory qualification criteria establish conditions that must be met in order for your quote to be considered. The technical evaluation criteria below are listed in the order of relative importance with weights assigned for evaluation purposes.

2. Mandatory Qualification Criteria

Listed below are mandatory qualification criteria which establish conditions that must be met in order for the proposal to be considered:

- a. The project must specifically target HIV/AIDS-related information needs of the affected community or their care givers including, but not limited to, allied health professionals, social workers, or case managers. At least one of the organizations managing the project must be a community-based organization or a public library.
- b. Project budgets shall not exceed \$25,000 including indirect costs.

3. Technical Evaluation Criteria

Criterion - A

Points - 45

Technical Approach

The logic and feasibility of the technical approach to providing HIV/AIDS-related information services to the community in a way meaningful to the target community. The proposal should include sufficient detail to show an understanding of the project and describe how the project will be conducted, and what need(s) the project will help to meet. Include also the approach to assess the value of the project.

Criterion - B

Points - 35

Organization(s) Involved, Facilities, Personnel, and Resources

A description of the organizations making the proposal, their primary clientele, services currently provided, their experience, facilities and supporting documentation. The experience of the organization and its personnel in developing or conducting similar projects to provide information or information services about HIV/AIDS to members of the community. Demonstrated evidence of facilities and resources adequate to support the proposed project and letters of commitment from all the organizations involved in the project. Include descriptions of the proposed personnel who will actually carry out the project with their experience and qualifications.

Criterion - C

Points - 20

Target Communities

Description of the target group(s) for this project and a description of their need for this project. If available, include descriptions of any studies, needs assessments, evaluations, etc. that you have done to determine the needs for this project. Provide an indication of the potential impact on the target group(s).

TOTAL POSSIBLE POINTS --

100 POINTS

PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

52.245-2

52.244-3 Subcontracts (Time-and-Materials and Labor-Hour Contracts).

As prescribed in 44.204(c), insert the following clause:
**SUBCONTRACTS (TIME-AND-MATERIALS AND
 LABOR-HOUR CONTRACTS) (APR 1985)**

(a) "Subcontract," as used in this clause, includes but is not limited to purchase orders, and changes and modifications to purchase orders. The Contractor shall obtain the Contracting Officer's written consent before placing any subcontract for furnishing any of the work called for in this contract, except for purchase of raw material or commercial stock items.

(b) No subcontract placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement subcontracts shall not exceed the fee limitations in subsection 15.903(d) of the Federal Acquisition Regulation (FAR).

(c) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.

(d) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination (1) of the acceptability of any subcontract terms or conditions, (2) of the acceptability of any subcontract price or of any amount paid under any subcontract, or (3) to relieve the Contractor of any responsibility for performing this contract.

(End of clause)

(R 7-901.10 1979 MAR)

52.244-4 Subcontractors and Outside Associates and Consultants.

As prescribed in 44.204(d), insert the following clause in fixed-price architect-engineer contracts:

**SUBCONTRACTORS AND OUTSIDE ASSOCIATES
 AND CONSULTANTS (APR 1984)**

Any subcontractors and outside associates or consultants required by the Contractor in connection with the services covered by the contract will be limited to individuals or firms that were specifically identified and agreed to during negotiations. The Contractor shall obtain the Contracting Officer's written consent before making any substitution for these subcontractors, associates, or consultants.

(End of clause)

(SS 7-607.16 1965 JAN)

52.244-5 Competition in Subcontracting.

As prescribed in 44.204(e), when contracting by negotiation, insert the following clause in solicitations and contracts when the contract amount is expected to exceed the appropriate small purchase limitation in Part 13, unless—

(a) A firm-fixed-price contract, awarded on the basis of adequate price competition or whose prices are set by law or regulation, is contemplated; or

(b) A contract of the type and/or purpose identified in 44.204(b) and (d) is contemplated.

COMPETITION IN SUBCONTRACTING (APR 1984)

The Contractor shall select subcontractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of the contract.

(End of clause)

(V 7-104.40 1962 APR)

(V 1-7.202.30)

(V 7-303.27)

(V 7-402.29)

(V 7-603.18)

(V 7-605.37)

(V 1-702.50)

(V 7-403.43)

(V 7-714.35)

(V 7-703.5)

(V 7-1903.28)

(V 7-1909.20)

52.245-1 Property Records.

As prescribed in 45.106(a), insert the following clause in solicitations and contracts when the conditions in 45.105(b) exist and the Government maintains the Government's official Government property records:

PROPERTY RECORDS (APR 1984)

The Government shall maintain the Government's official property records in connection with Government property under this contract. The Government Property clause is hereby modified by deleting the requirement for the Contractor to maintain such records.

(End of clause)

(AV 7-104.24(g) 1967 AUG)

52.245-2 Government Property (Fixed-Price Contracts).

As prescribed in 45.106(b)(1), insert the following clause:

GOVERNMENT PROPERTY

(FIXED-PRICE CONTRACTS) (DEC 1989)

(a) *Government-furnished property.* (1) The Government shall deliver to the Contractor, for use in connection with and under the terms of this contract, the Government-furnished property described in the Schedule or specifications together with any related data and information that the Contractor may request and is reasonably required for the intended use of the property (hereinafter referred to as "Government-furnished property").

(2) The delivery or performance dates for this contract are based upon the expectation that Government-furnished property suitable for use (except for property furnished "as is") will be delivered to the Contractor at the times stated in the Schedule or, if not so stated, in sufficient time to enable the Contractor to meet the contract's delivery or performance dates.

(3) If Government-furnished property is received by the Contractor in a condition not suitable for the intended use, the Contractor shall, upon receipt of it, notify the Contracting Officer, detailing the facts, and, as directed by the Contracting Officer and at Government expense, either repair, modify, return, or otherwise dispose of the property. After completing the directed action and upon written request of the Contractor, the Contracting Officer shall make an equitable adjustment as provided in paragraph (h) of this clause.

(4) If Government-furnished property is not delivered to the Contractor by the required time, the Contracting Officer shall, upon the Contractor's timely written request, make a determination of the delay, if any, caused the Contractor and shall make an equitable adjustment in accordance with paragraph (h) of this clause.

(b) *Changes in Government-furnished property.* (1) The Contracting Officer may, by written notice, (i) decrease the Government-furnished property provided or to be provided under this contract, or (ii) substitute other Government-furnished property for the property to be provided by the Government, or to be acquired by the Contractor for the Government, under this contract. The Contractor shall promptly take such action as the Contracting Officer may direct regarding the removal, shipment, or disposal of the property covered by such notice.

(2) Upon the Contractor's written request, the Contracting Officer shall make an equitable adjustment to the contract in accordance with paragraph (h) of this clause, if the Government has agreed in the Schedule to make the property available for performing this contract and there is any—

(i) Decrease or substitution in this property pursuant to subparagraph (b)(1) above; or

(ii) Withdrawal of authority to use this property, if provided under any other contract or lease.

(c) *Title in Government property.* (1) The Government shall retain title to all Government-furnished property.

(2) All Government-furnished property and all property acquired by the Contractor, title to which vests in the Government under this paragraph (collectively referred to as "Government property"), are subject to the provisions of this clause. However, special tooling accountable to this contract is subject to the provisions of the Special Tooling clause and is not subject to the provisions of this clause. Title to Government property shall not be affected by its incorporation into or attachment to any property not owned by the Government, nor shall Government property become a fixture or lose its identity as personal property by being attached to any real property.

(3) Title to each item of facilities and special test equipment acquired by the Contractor for the Government under this contract shall pass to and vest in the Government when its use in performing this contract

commences or when the Government has paid for it, whichever is earlier, whether or not title previously vested in the Government.

(4) If this contract contains a provision directing the Contractor to purchase material for which the Government will reimburse the Contractor as a direct item of cost under this contract—

(i) Title to material purchased from a vendor shall pass to and vest in the Government upon the vendor's delivery of such material; and

(ii) Title to all other material shall pass to and vest in the Government upon—

(A) Issuance of the material for use in contract performance;

(B) Commencement of processing of the material or its use in contract performance; or

(C) Reimbursement of the cost of the material by the Government, whichever occurs first.

(d) *Use of Government property.* The Government property shall be used only for performing this contract, unless otherwise provided in this contract or approved by the Contracting Officer.

(e) *Property administration.* (1) The Contractor shall be responsible and accountable for all Government property provided under this contract and shall comply with Federal Acquisition Regulation (FAR) Subpart 45.5, as in effect on the date of this contract.

(2) The Contractor shall establish and maintain a program for the use, maintenance, repair, protection, and preservation of Government property in accordance with sound industrial practice and the applicable provisions of Subpart 45.5 of the FAR.

(3) If damage occurs to Government property, the risk of which has been assumed by the Government under this contract, the Government shall replace the items or the Contractor shall make such repairs as the Government directs. However, if the Contractor cannot effect such repairs within the time required, the Contractor shall dispose of the property as directed by the Contracting Officer. When any property for which the Government is responsible is replaced or repaired, the Contracting Officer shall make an equitable adjustment in accordance with paragraph (h) of this clause.

(4) The Contractor represents that the contract price does not include any amount for repairs or replacement for which the Government is responsible. Repair or replacement of property for which the Contractor is responsible shall be accomplished by the Contractor at its own expense.

(f) *Access.* The Government and all its designees shall have access at all reasonable times to the premises in which any Government property is located for the purpose of inspecting the Government property.

(g) *Risk of loss.* Unless otherwise provided in this contract, the Contractor assumes the risk of, and shall be

responsible for, any loss or destruction of, or damage to, Government property upon its delivery to the Contractor or upon passage of title to the Government under paragraph (c) of this clause. However, the Contractor is not responsible for reasonable wear and tear to Government property or for Government property properly consumed in performing this contract.

(h) *Equitable adjustment.* When this clause specifies an equitable adjustment, it shall be made to any affected contract provision in accordance with the procedures of the Changes clause. When appropriate, the Contracting Officer may initiate an equitable adjustment in favor of the Government. The right to an equitable adjustment shall be the Contractor's exclusive remedy. The Government shall not be liable to suit for breach of contract for—

- (1) Any delay in delivery of Government-furnished property;
- (2) Delivery of Government-furnished property in a condition not suitable for its intended use;
- (3) A decrease in or substitution of Government-furnished property; or
- (4) Failure to repair or replace Government property for which the Government is responsible.

(i) *Final accounting and disposition of Government property.* Upon completing this contract, or at such earlier dates as may be fixed by the Contracting Officer, the Contractor shall submit, in a form acceptable to the Contracting Officer, inventory schedules covering all items of Government property (including any resulting scrap) not consumed in performing this contract or delivered to the Government. The Contractor shall prepare for shipment, deliver f.o.b. origin, or dispose of the Government property as may be directed or authorized by the Contracting Officer. The net proceeds of any such disposal shall be credited to the contract price or shall be paid to the Government as the Contracting Officer directs.

(j) *Abandonment and restoration of Contractor's premises.* Unless otherwise provided herein, the Government—

- (1) May abandon any Government property in place, at which time all obligations of the Government regarding such abandoned property shall cease; and
- (2) Has no obligation to restore or rehabilitate the Contractor's premises under any circumstances (e.g., abandonment, disposition upon completion of need, or upon contract completion). However, if the Government-furnished property (listed in the Schedule or specifications) is withdrawn or is unsuitable for the intended use, or if other Government property is substituted, then the equitable adjustment under paragraph (h) of this clause may properly include restoration or rehabilitation costs.

(k) *Communications.* All communications under this clause shall be in writing.

(l) *Overseas contracts.* If this contract is to be performed outside of the United States of America, its territories, or possessions, the words "Government" and "Government-furnished" (wherever they appear in this clause) shall be construed as "United States Government" and "United States Government-furnished," respectively.

(End of clause)

Alternative 1 (APR 1984). As prescribed in 45.106(b)(2), substitute the following paragraph (g) for paragraph (g) of the basic clause:

(g) *Limited risk of loss.* (1) The term "Contractor's managerial personnel," as used in this paragraph (g), means the Contractor's directors, officers, and any of the Contractor's managers, superintendents, or equivalent representatives who have supervision or direction of—

- (i) All or substantially all of the Contractor's business;
- (ii) All or substantially all of the Contractor's operations at any one plant or separate location at which the contract is being performed; or
- (iii) A separate and complete major industrial operation connected with performing this contract.

(2) The Contractor shall not be liable for loss or destruction of, or damage to, the Government property provided under this contract (or, if an educational or nonprofit organization, for expenses incidental to such loss, destruction, or damage), except as provided in subparagraphs (3) and (4) below.

(3) The Contractor shall be responsible for loss or destruction of, or damage to, the Government property provided under this contract (including expenses incidental to such loss, destruction, or damage)—

- (i) That results from a risk expressly required to be insured under this contract, but only to the extent of the insurance required to be purchased and maintained, or to the extent of insurance actually purchased and maintained, whichever is greater;
- (ii) That results from a risk that is in fact covered by insurance on or for which the Contractor is otherwise reimbursed, but only to the extent of such insurance or reimbursement;
- (iii) For which the Contractor is otherwise responsible under the express terms of this contract;
- (iv) That results from willful misconduct or lack of good faith on the part of the Contractor's managerial personnel; or

(v) That results from a failure on the part of the Contractor, due to willful misconduct or lack of good faith on the part of the Contractor's managerial personnel, to establish and administer a program or system for the control, use, protection, preservation, maintenance, and repair of Government property as required by paragraph (e) of this clause.

(4)(i) If the Contractor fails to act as provided in subdivision (g)(3)(v) above, after being notified (by certifi-

ned mail addressed to one of the Contractor's managerial personnel) of the Government's disapproval, withdrawal of approval, or nonacceptance of the system or program, it shall be conclusively presumed that such failure was due to willful misconduct or lack of good faith on the part of the Contractor's managerial personnel.

(B) In such event, any loss or destruction of, or damage to, the Government property shall be presumed to have resulted from such failure unless the Contractor can establish by clear and convincing evidence that such loss, destruction, or damage—

(A) Did not result from the Contractor's failure to maintain an approved program or system; or

(B) Occurred while an approved program or system was maintained by the Contractor.

(5) If the Contractor transfers Government property to the possession and control of a subcontractor, the transfer shall not affect the liability of the Contractor for loss or destruction of, or damage to, the property as set forth above. However, the Contractor shall require the subcontractor to assume the risk of, and be responsible for, any loss or destruction of, or damage to, the property while in the subcontractor's possession or control, except to the extent that the subcontract, with the advance approval of the Contracting Officer, relieves the subcontractor from such liability. In the absence of such approval, the subcontract shall contain appropriate provisions requiring the return of all Government property in as good condition as when received, except for reasonable wear and tear or for its use in accordance with the provisions of the prime contract.

(6) Upon loss or destruction of, or damage to, Government property provided under this contract, the Contractor shall so notify the Contracting Officer and shall communicate with the loss and salvage organization, if any, designated by the Contracting Officer. With the assistance of any such organization, the Contractor shall take all reasonable action to protect the Government property from further damage, separate the damaged and undamaged Government property, put all the affected Government property in the best possible order, and furnish to the Contracting Officer a statement of—

(i) The lost, destroyed, or damaged Government property;

(ii) The time and origin of the loss, destruction, or damage;

(iii) All known interests in commingled property of which the Government property is a part; and

(iv) The insurance, if any, covering any part of or interest in such commingled property.

(7) The Contractor shall repair, renovate, and take such other action with respect to damaged Government property as the Contracting Officer directs. If the

Government property is destroyed or damaged beyond practical repair, or is damaged and so commingled or combined with property of others (including the Contractor's) that separation is impractical, the Contractor may, with the approval of and subject to any conditions imposed by the Contracting Officer, sell such property for the account of the Government. Such sales may be made in order to minimize the loss to the Government, to permit the resumption of business, or to accomplish a similar purpose. The Contractor shall be entitled to an equitable adjustment in the contract price for the expenditures made in performing the obligations under this subparagraph (g)(7) in accordance with paragraph (h) of this clause. However, the Government may directly reimburse the loss and salvage organization for any of their charges. The Contracting Officer shall give due regard to the Contractor's liability under this paragraph (g) when making such equitable adjustment.

(8) The Contractor represents that it is not including in the price and agrees it will not hereafter include in any price to the Government any charge or reserve for insurance (including any self-insurance fund or reserve) covering loss or destruction of, or damage to, Government property, except to the extent that the Government may have expressly required the Contractor to carry such insurance under another provision of this contract.

(9) In the event the Contractor is reimbursed or otherwise compensated for any loss or destruction of, or damage to, Government property, the Contractor shall use the proceeds to repair, renovate, or replace the lost, destroyed, or damaged Government property, or shall otherwise credit the proceeds to equitably reimburse the Government, as directed by the Contracting Officer.

(10) The Contractor shall do nothing to prejudice the Government's rights to recover against third parties for any loss or destruction of, or damage to, Government property. Upon the request of the Contracting Officer, the Contractor shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation (including the prosecution of suit and the execution of instruments of assignment in favor of the Government) in obtaining recovery. In addition, where a subcontractor has not been relieved from liability for any loss or destruction of, or damage to, Government property, the Contractor shall enforce for the benefit of the Government the liability of the subcontractor for such loss, destruction, or damage.

(R 7-104.24(c) 1978 SEP)

(R 1-7.303-7(b))

Alternate II (JUL 1985). As prescribed in 45.106(b)(3), substitute the following paragraphs (c) and (g) for paragraphs (c) and (g) of the basic clause:

(c) *Title in Government property.* (1) The Government shall retain title to all Government-furnished property.

(2) All Government-furnished property and all property acquired by the Contractor, title to which vests in the Government under this paragraph (collectively referred to as "Government property"), are subject to the provisions of this clause. Title to Government property shall not be affected by its incorporation into or attachment to any property not owned by the Government, nor shall Government property become a fixture or lose its identity as personal property by being attached to any real property.

(3) Title to each item of facilities, special test equipment, and special tooling (other than that subject to a special tooling clause) acquired by the Contractor for the Government under this contract shall pass to and vest in the Government when its use in performing this contract commences, or when the Government has paid for it, whichever is earlier, whether or not title previously vested in the Government.

(4) Title to equipment (and other tangible personal property) purchased with funds available for research and having an acquisition cost of less than \$5,000 shall vest in the Contractor upon acquisition or as soon thereafter as feasible; *provided*, that the Contractor obtained the Contracting Officer's approval before each acquisition. Title to equipment purchased with funds available for research and having an acquisition cost of \$5,000 or more shall vest as set forth in the contract. If title to equipment vests in the Contractor under this subparagraph (c)(4), the Contractor agrees that no charge will be made to the Government for any depreciation, amortization, or use under any existing or future Government contract or subcontract thereunder. The Contractor shall furnish the Contracting Officer a list of all equipment to which title is vested in the Contractor under this subparagraph (c)(4) within 10 days following the end of the calendar quarter during which it was received.

(5) Vesting title under this paragraph (c) is subject to civil rights legislation, 42 U.S.C. 2000d. Before title is vested any by signing this contract, the Contractor accepts and agrees that—

"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this contemplated financial assistance (title to equipment)."

(g) *Limited risk of loss.* (1) The term "Contractor's managerial personnel", as used in this paragraph (g), means the Contractor's directors, officers, and any of the Contractor's managers, superintendents, or equivalent representatives who have supervision or direction of—

(i) All or substantially all of the Contractor's business;

(ii) All or substantially all of the Contractor's operation at any one plant, laboratory, or separate

location at which the contract is being performed; or

(iii) A separate and complete major industrial operation connected with performing this contract.

(2) The Contractor shall not be liable for loss or destruction of, or damage to, the Government property provided under this contract (or, if an educational or nonprofit organization, for expenses incidental to such loss, destruction, or damage), except as provided in subparagraphs (3) and (4) below.

(3) The contractor shall be responsible for loss or destruction of, or damage to, the Government property provided under this contract (including expenses incidental to such loss, destruction, or damage)—

(i) That results from a risk expressly required to be insured under this contract, but only to the extent of the insurance required to be purchased and maintained, or to the extent of insurance actually purchased and maintained, whichever is greater;

(ii) That results from a risk which is in fact covered by insurance or for which the Contractor is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

(iii) For which the Contractor is otherwise responsible under the express terms of this contract;

(iv) That results from willful misconduct or lack of good faith on the part of the Contractor's managerial personnel; or

(v) That results from a failure on the part of the Contractor, due to willful misconduct or lack of good faith on the part of the Contractor's managerial personnel, to establish and administer a program or system for the control, use, protection, preservation, maintenance, and repair of Government property as required by paragraph (e) of this clause.

(4)(i) If the Contractor fails to act as provided in subdivision (g)(3)(v) above, after being notified (by certified mail addressed to one of the Contractor's managerial personnel) of the Government's disapproval, withdrawal of approval, or nonacceptance of the system or program, it shall be conclusively presumed that such failure was due to willful misconduct or lack of good faith on the part of the Contractor's managerial personnel.

(ii) Furthermore, any loss or destruction of, or damage to, the Government property shall be presumed to have resulted from such failure unless the Contractor can establish by clear and convincing evidence that such loss, destruction, or damage—

(A) Did not result from the Contractor's failure to maintain an approved program or system; or

(B) Occurred while an approved program or system was maintained by the Contractor.

(5) If the Contractor transfers Government property to the possession and control of a subcontractor, the transfer shall not affect the liability of the Contractor for

loss or destruction of, or damage to, the property as set forth above. However, the Contractor shall require the subcontractor to assume the risk of, and be responsible for, any loss or destruction of, or damage, to the property while in the subcontractor's possession or control, except to the extent that the subcontract, with the advance approval of the Contracting Officer, relieves the subcontractor from such liability. In the absence of such approval, the subcontract shall contain appropriate provisions requiring the return of all Government property in as good condition as when received, except for reasonable wear and tear or for its use in accordance with the provisions of the prime contract.

(6) Upon loss or destruction of, or damage to, Government property provided under this contract, the Contractor shall so notify the Contracting Officer and shall communicate with the loss and salvage organization, if any, designated by the Contracting Officer. With the assistance of any such organization, the Contractor shall take all reasonable action to protect the Government property from further damage, separate the damaged and undamaged Government property, put all the affected Government property in the best possible order, and furnish to the Contracting Officer a statement of—

(i) The lost, destroyed, or damaged Government property;

(ii) The time and origin of the loss, destruction, or damage;

(iii) All known interests in commingled property of which the Government property is a part; and

(iv) The insurance, if any, covering any part of or interest in such commingled property.

(7) The Contractor shall repair, renovate, and take such other action with respect to damaged Government property as the Contracting Officer directs. If the Government property is destroyed or damaged beyond practical repair, or is damaged and so commingled or combined with property of others (including the Contractor's) that separation is impractical, the Contractor may, with the approval of and subject to any conditions imposed by the Contracting Officer, sell such property for the account of the Government. Such sales may be made in order to minimize the loss to the Government, to permit the resumption of business, or to accomplish a similar purpose. The Contractor shall be entitled to an equitable adjustment in the contract price for the expenditures made in performing the obligations under this subparagraph (g)(7) in accordance with paragraph (h) of this clause. However, the Government may directly reimburse the loss and salvage organization for any of their charges. The Contracting Officer shall give due regard to the Contractor's liability under this paragraph (g) when making any such equitable adjustment.

(8) The Contractor represents that it is not including in the price, and agrees it will not hereafter include in

any price to the Government, any charge or reserve for insurance (including any self-insurance fund or reserve) covering loss or destruction of, or damage to, Government property, except to the extent that the Government may have expressly required the Contractor to carry such insurance under another provision of this contract.

(9) In the event the Contractor is reimbursed or otherwise compensated for any loss or destruction of, or damage to, the Government property, the Contractor shall use the proceeds to repair, renovate, or replace the lost, destroyed, or damaged Government property or shall otherwise credit the proceeds to or equitably reimburse the Government, as directed by the Contracting Officer.

(10) The Contractor shall do nothing to prejudice the Government's rights to recover against third parties for any loss or destruction of, or damage to, Government property. Upon the request of the Contracting Officer, the Contractor shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation (including the prosecution of suit and the execution of instruments of assignment in favor of the Government) in obtaining recovery. In addition, where a subcontractor has not been relieved from liability for any loss or destruction of, or damage to, Government property, the Contractor shall enforce for the benefit of the Government the liability of the subcontractor for such loss, destruction, or damage.

~~52.245-3 Identification of Government-Furnished Property.~~

~~As prescribed in 45.106(c), insert the following clause, in addition to the clause at 52.245-2, Government Property (Fixed-Price Contracts), in solicitations and contracts when a fixed-price construction contract is contemplated under which the Government is to furnish Government property f.o.b. railroad car at a specified destination or f.o.b. truck at the project site. The contract Schedule shall specify the point of delivery and may include special terms and conditions covering installation, preparation for operation, or equipment testing by the Government or by another contractor.~~

~~IDENTIFICATION OF GOVERNMENT-FURNISHED PROPERTY (APR 1984)~~

~~(a) The Government will furnish to the Contractor the property identified in the Schedule to be incorporated or installed into the work or used in performing the contract. The listed property will be furnished f.o.b. railroad cars at the place specified in the contract Schedule or f.o.b. truck at the project site. The Contractor is required to accept delivery, pay any demurrage or detention charges, and unload and transport the property to the job site at its own expense. When the property is delivered, the Contractor shall verify its quantity and condition and acknowledge receipt in writing to the Contracting Officer. The~~

ATTACHMENT 2

PROPOSAL INTENT

NLM RFQ 95-041/VMS AIDS Community Outreach 1995

PLEASE REVIEW THE ATTACHED REQUEST FOR QUOTATION. FURNISH THE INFORMATION REQUESTED BELOW AND RETURN THIS PAGE BY THE EARLIEST PRACTICABLE DATE. YOUR EXPRESSION OF INTENT IS NOT BINDING BUT WILL GREATLY ASSIST THE NLM IN PLANNING FOR QUOTATION EVALUATION.

[] DO INTEND TO SUBMIT A QUOTATION

[] DO NOT INTEND TO SUBMIT A QUOTATION FOR THE FOLLOWING REASONS:

COMPANY/INSTITUTION NAME:

AUTHORIZED SIGNATURE:

TYPED NAME AND TITLE:

DATE:

RETURN TO:

National Library of Medicine
Office of Acquisitions Management
Building 38A, Room B1N17
8600 Rockville Pike
Bethesda, Maryland 20894
Attention: Valerie M. Syed

April, 1984

ATTACHMENT 3

Cost Breakdown
AIDS Community Outreach 1995

Organization: _____ Date Submitted: _____

Period Covered: _____

EXPENDITURE CATEGORY	AMOUNT
PROFESSIONAL PERSONNEL	
SUPPORT PERSONNEL	
FRINGE BENEFITS	
EQUIPMENT	
SUPPLIES	
TRAVEL	
COMMUNICATIONS	
REPRODUCTION	
OTHER COSTS (SPECIFY)	
CONSULTANTS	
DOCUMENT DELIVERY	
TOTAL DIRECT COST	
[MODIFIED TOTAL DIRECT COST]	
OVERHEAD/IDC (%)	
TOTAL	

NOTE: The above categories are examples only and are not meant to be all-inclusive.

